



Request for Transfer from the Reserve Fund

(To be submitted in triplicate)

Date _____

To: Finance Committee

From: _____ (Department)

A request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws:

Amount Requested: \$ _____

To be transferred to: _____ (line item description)

_____ (Org/Object Number)

Current balances in said appropriation: \$ _____

The amount requested will be used for (give specific purpose):

This expenditure is extraordinary and/or unforeseen for the following reasons:

Department Head

Action of the Finance Committee

Date of meeting: _____ Committee Members present and voting: _____

☐ Transfer approved in the amount of \$ _____

☐ Transfer disapproved.

Finance Committee Chairman

Requests should be made and approved by the Finance Committee before any expenditure in excess of the appropriation is incurred.